

CONFIDENTIAL

OSA-1055/8/73

2 August 1973

MEMORANDUM FOR: Chief, Personnel Division, OSA

SUBJECT : Communications Staffing - []

25X1A

REFERENCE : Your Memo, 26 July 1973

Due to new activities we are undertaking in support of SPS/DDS&T, the services of a full time staff communicator will be required [] for the foreseeable future. Should there be any change in current planning, we will review the requirement for a staff communicator with the objective of having such duties performed by a contract employee.

[]
Chief, Communications Staff
OSA/DDS&T

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OSA/COMMO/DCHF [] djf

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26 JUL 1973

MEMORANDUM FOR: Chief, Communications Staff, OSA

SUBJECT: Commo Staffing [REDACTED]

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1. As you know an OSA "Survey Team" visited [REDACTED] During the course of discussion a few personnel staffing recommendations were made including the one listed below. Before giving any consideration to the recommendation your views are requested.

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Our staff communications operation is at a very low level of activity insofar as number of messages processed. During the period February through May 73 our signal center averaged 11 outgoing and 7 incoming messages per day. This average was based on a 22 workday month.

RECOMMENDATION: That the staff communications be performed by a contract employee presently on board, and that this responsibility be absorbed into another position. The signal center could transmit and receive traffic at specified hours thereby precluding having one man stand by with the equipment during the full workday. High precedence traffic could be handled on an "as needed" basis. It is estimated that the duties of this position would consume no more than four (4) hours per day.

2. Incidentally it was not the objective of the "team" to seek ways to reduce the personnel ceiling [REDACTED] The above recommendation was unsolicited and represents up to now the preferences of [REDACTED] only.

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[REDACTED]
Chief, Personnel Division
Office of Special Activities

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